

**Minutes of the Meeting of the Board of Trustees  
Lane Memorial Library, Hampton, NH  
Dearborn Redden Room  
April 20, 2011**

The meeting was called to order at 6:40 p.m. by Linda Sadlock (Chair). In attendance were Amanda Reynolds Cooper (Director), Bill Teschek (assistant Director) Sunny Kravitz (Treasurer), Mary Lou Heran (Secretary), Bob Lamothe (Trustee), and Richard Laskey (Alternate voting for Perry). Deb Perry (Vice Chair) and Sue Hughes (Alternate) were absent.

## **I. OFFICERS' REPORTS**

### **A. Secretary**

The minutes of March 2011 were approved upon a motion by Laskey, seconded by Lamothe. They will be placed on file.

### **B. Chair**

Sadlock announced receipt of Reynolds Cooper formal request for childbirth leave tentatively scheduled from May 31<sup>st</sup> to August 25<sup>th</sup>.

### **C. Treasurer**

Treasurer's report was reviewed and will be placed on file.

## **II. ELECTION OF OFFICERS**

The following slate was put forward by Lamothe and Laskey and accepted:  
Chair Linda Sadlock; vice chair Deb Perry; Secretary Bob Lamothe; Treasurer Mary Lou Heran. Committee assignments are Finance: Kravitz and Heran; Building Kravitz, Laskey, and Lamothe, Personnel Saldock, Perry, and Kravitz. Heran agreed to complete the minutes for this meeting.

## **III. DIRECTOR'S REPORT**

### **A. Director's Report**

Specifics of Reynolds Cooper's report will be found under Old and New Business.

### **B. Department Reports**

All reports will be placed on file.

## **IV. OLD BUSINESS**

### **A. Personnel (none)**

### **B. Finance**

Trustees reviewed a policy change to coordinate department requests for donations of products or services from the trustees and/or the Friends group to allow for a trustee vote prior to acceptance. The trustees tentatively approved the policy pending recommended changes in wording on a motion by Heran seconded by Lamothe.

The trustees reviewed the Finance Committee meeting report. On a motion by Lamothe, seconded by Laskey the trustees voted to table additional discussion of the bonding of the

bookkeeper and the hiring of an independent auditor. On a motion by Lamothe, seconded by Laskey the trustees reaffirmed the current procedure of spending non-appropriated funds. The vote was 4 to 1 with Kravitz opposed. The trustees also discussed savings on single purchase of books from Amazon and/or Amazon vendors vs. the cost of shipping same.

### **C. Building**

On a motion by Laskey, seconded by Lamothe the trustees approved sending the requests for proposals for the HVAC and lighting upgrades.

### **D. Other**

The trustees discussed being opened until 5 on Saturdays during the summer months. Lamothe will contact other libraries in the area to see if there has been an increase in Saturday usage based on the economy over the last 3 years.

Signing the Selectmen's Code of Ethics was tabled pending creation of a library plan.

## **V. NEW BUSINESS**

### **A. Personnel**

The administration chain of command during the Director's maternity leave was discussed. It was agreed that the head of reference will be 3<sup>rd</sup> in command based on seniority and experience. The senior department head has payroll approval and approval to spend money in an emergency. The Teen department head has agreed to assume a supervisory role for the 3 month's maternity leave.

On a motion by Lamothe, seconded by Heran the trustees approved issuing library card privileges to former employees living out of town.

### **B. Finance**

On a motion by Kravitz, seconded by Laskey the trustees approved reducing the substitute budget line in the 2011 budget to \$8,000 and reassign those funds as follows:

Admin: Supplies & Programs	\$500
AS: Programs	\$500
CS: Programs	\$500
YA: Programs	\$500

### **C. Building**

The trustees continued to discuss various elements in the development of a policy governing the selection of art for the downstairs gallery.

### **D. Other**

Updating policies and by-laws will be an ongoing process. A gift for retiring trustee was discussed. Cleanup will take place April 30<sup>th</sup>. The cost of mulch (approx... \$150) will be covered by donations. Upgrading the staff photocopier for use in faxing and scanning was discussed. It was agreed that suitable printers can be purchased for much less than upgrading our leased machine. Teschek will look locally.

## **VI. FRIENDS REPORT**

Failing to achieve a quorum, there was no monthly meeting. The Friends will look to a bylaws change to allow for fewer participants to achieve a quorum. The Friends will support the purchase of a tack board for the Young Adult area at a cost of \$510 pending trustee acceptance of this donation. The Red Sox raffle will again take place.

## **VII. ACCEPTANCE OF DONATIONS**

On a motion by Heran, seconded by Lamothe, the trustees accepted individual donations totaling \$248.00 and the Friends tack board.

## **VIII. SUMMARY OF DECISIONS MADE**

The trustees

- Elected the 2011 slate of officers
- Accepted a revised money policy pending changes
- Ended the discussion of bonding and an independent auditor
- Confirmed the spending of non-appropriated money
- Approved the RFP for HVAC and lighting upgrades
- Agreed to offer library cards to previous employees living outside of Hampton
- Reduced the substitute line in the 2010 budget
- Accepted donations for the month

The next meeting will be held Wednesday, May 18<sup>th</sup>.

The meeting adjourned at 9:15 by unanimous vote on a motion by Lamothe, seconded by Laskey.

Respectfully submitted,

Mary Lou Heran, Secretary